

**State of California
DUTY STATEMENT**

Department of State Hospitals

MSH3002 (Rev. 12/17/20)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DEPARTMENT OF STATE HOSPITALS-METROPOLITAN		
Position No / Agency-Unit-Class-Serial 487 – 549 – 2194 - 023		Unit NUTRITION SERVICES/PRESENTATION		
Class Title FOOD SERVICE TECHINICAN I		Location CENTRAL KITCHEN & DINING ROOM SERVICES		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R15	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under supervision of the Food Service Supervisor I/II, the Food Service Technician I serves and assists with the preparation, pre-dish, and assembly of food and beverages; cleans and sanitizes all food service equipment, dining tables & chairs; labels and dates food items, using the FIFO – First In First Out method; has the correct food items on the meal ticket, portioned correctly, correct diet and modified diet texture and liquid texture; ensures all cold food items served below 40 degrees or hot food above 165 degrees; assists the loading/unloading of all meal delivery food carts and transit carts on refrigerated trucks to and from the Central Kitchen to the dining rooms; receives weekly food and non-food orders from the Central Kitchen and stores in the dining room pantries; follows the Nutrition Services Policy and HACCP Procedures.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45 %	<p><u>ESSENTIAL FUNCTIONS:</u> Adhere to the MSH Administrative Directives and MSH Nutrition Services Policies and Procedures and procedures relating to food safety, sanitation and infection control.</p> <p><u>CENTRAL KITCHEN</u> Trayline, Central Kitchen, Dish room, Truck Meal Delivery Assigned to trayline, central kitchen, dish room and/or truck meal delivery to and from central kitchen to dining rooms, maintaining safety, sanitation and infection control standards in all aspects of food service within the central kitchen for breakfast, lunch and dinner trayline and/or special events and throughout meal delivery to the dining rooms. Under the direction and supervision of FSS I/II on duty who provides written and/or verbal assignments in the Central Kitchen, FST I will complete assignments daily by end of shift. Following the HACCP procedures for food handling & preparation, FST I will acquire the necessary food items and will assemble meal trays on trayline; FST I responsible for accurate assembly of regular, therapeutic and mechanically altered food textures identified by the diet ticket order and the correct menu items.</p>

Trayline duties include: Written or verbal assignments include set-up of stations on the trayline within the central kitchen under the direction of the FSSI/II & FST II lead and can include: trayline positions for starter, hot station, cold station, checker and loader. Obtain correct meal tickets for trayline, setup of food items from food bank refrigerator, walk-in refrigerator, freezer and placing items into serving station cold wells; document food temperatures in wells on food temperature log form, obtaining red sanitizing bucket with correct PPM – Parts Per Million of sanitizing solution, label and date food items and food trays in the Dinex refrigerators on trayline, discard any expired food items past labeled expiration date or manufacturer date, ensure all Aladdin plates and lids are free of cracks and chips; pull damaged plate ware from trayline service, ensure all meal trays receive the correct modified textures for puree (Level 1), ground (Level 2), and chop (Level 3) as per the written diet order on the meal ticket, ensure meal tray does not contain a food item identified as a “food allergy” on the meal ticket, provide accurate menu items and portion size for therapeutic consistent carbohydrate diets, load meal trays onto Aladdin retherm cart, transfer Aladdin cart with cold meal trays into Dispatch Refrigerator. Clean and sanitize assigned trayline area, food service equipment, and counters before, during and after assembling trayline for the lunch, dinner and breakfast traylines. Other duties include sweep, mop, clean sinks, clean floor drains, discard trash in outside trash container, clean dirty internal trash cans and insert trash bag; duties as directed by the FSS I/II on duty.

Central Kitchen duties: Nourishment area and/or pre-dish area include assembly of nourishment orders for 10am, 2pm and HS nourishments using labels and/or Nourishment orders from Computriton nutritional software program. FST I in this area will prepare nourishment items for sandwiches, cottage cheese, fruits, vegetables; identify food item for modified textures and label and date food items according to Nutrition Services Policy and Procedure for labeling and dating. Prepare Sack Lunches daily for new admissions, patient's medical appointments and patient court leaves according to current diet order; label and date all nourishment food items & sack lunches.

To serve food on tray line per assignment, work in pre-dish area assembling food & beverages per menu. Set up their assigned tray line station. FSS I/II on duty provides written and/or verbal assignments for tray line & pre-dish area the FST I to complete on a daily basis. HACCP procedures will be followed on all prepared food items, tray line food items, food items stored in Dinex reach-in refrigerators shall have label, date and temperature documentation on refrigerator sheet. HACCP for food thawing, handling & preparation will be followed. All pureed & ground items will be checked before trayline starts for correct texture by FST I. Clean assigned trayline area before and after trayline meal service, pre-dish area and equipment before & after every assignment. Finish daily end of shift cleaning assignments.

Dish room duties: Operates dish machine and utilizes alternate method - three compartment sink dish washing. For dish machine, obtains dish machine temperatures from dish machine washing and final rinse gauges, and documents on log form. Loads cups, dishes, pots and pans on dish machine for proper cleaning and sanitizing. Placing clean and sanitized items on rack to air dry with adequate air flow between items. When utilizing the dish machine or three compartment sink method must scrape or rinse away any leftover food on the dishes and pan. When utilizing the three-compartment sink, FST is responsible for filling the first sink with warm soapy water, the second sink is clear rinse water, and the third sink is the chemical sanitizing solution, and the final step is air-dry all dishes, pots and pans. Clean and sanitized dishes are never towel-dry. Dish room duties include unloading any transit and/or Aladdin carts with dirty cups, dishes or trays that must be cleaned and sanitized.

Truck Meal Delivery: Loads and unloads Aladdin retherm carts from the dispatch refrigerator onto the meal delivery truck and delivers to the satellite kitchens to be immediately docked on the Aladdin docking station. FST's working in this area are responsible for the delivery of Aladdin carts, clean transits and catering event food delivery to the dining rooms.

45 %

DINING ROOMS

Serving Kitchens, Dish room

Under the direction and supervision of FSS I/II on duty who provides written and/or verbal assignments within various workstations for dining rooms; FST I to complete assignments daily by end of shift. FST I's assigned to dining room/serving kitchens and dish room maintaining safety, sanitation and infection control standards at appropriate levels in dining rooms and during patient meal services and/or special events. FST I must follow the HACCP procedures for food handling & preparation, will acquire the necessary food items, and will assemble food trays/food items as needed in service meal area. FST I responsible for accurate assembling of regular, therapeutic and mechanically altered food textures.

Keep clean assigned work areas in the dining room; complete cleaning assignments daily by end of shift.

Serving Kitchens

- Adheres to Policy & Procedures and HACCP guidelines for Aladdin carts; must be immediately docked after arriving to dining rooms after the temperatures of the food is taken and recorded on Dining Room Report.
- Adheres to Nutrition Services Policy & HACCP procedures for monitoring docking station temperatures, responding to docking station alarms for temperature failures and making corrections to ensure that temperatures are holding & informing lead and/or supervisor of Aladdin issues.
- Responsible following Policy & Procedures and HACCP for monitoring docking station temperatures, responding to docking station alarms for temperature failures and making appropriate corrections to ensure that temperatures are holding.
- Preparing hot & cold beverages in clean and sanitized equipment, assembling sandwiches, setting up condiments, making them available for patient meal service
- Responsible for checking trays prior to delivering to patient. Ensure that written food items on meal ticket match food that is on tray; ensures correct texture and therapeutic diet.
- Responsible for trays to be free of any food allergens as indicated on meal ticket.
- Responsible for dispensing accurate patient trays at meal service for all diets and textures. Offer appropriate substitutions in accordance with meal ticket, menu and Nutrition Services policy.
- Responsible for dispensing accurate patient trays at meal service for Regular, Therapeutic diet; appropriate textures and offering appropriate substitutions in accordance with meal ticket, menu and policy & procedures.
- Responsible for thickening of beverages as indicated on meal ticket; following procedure on manufacturing thickening procedure.
- Responsible for following Policy for utensils and dishware. Provide patient with specialized cups, straws, spoons and plates etc.as indicated on tray ticket and/or physician diet order.
- Responsible for following meal service sitting arrangements and/or serving meals in order of patient needs as indicated by RD or doctors' orders.
- Responsible for cleaning & sanitizing surfaces of meal service in dining room area tables, chairs counters and equipment such as coffee pots, igloos and utensils before and after meal service
- Responsible for labeling with date product was made and expiration dates of food items & trays prior to storing in Dinex reach-in refrigerators and/or walk-in refrigerators & freezers
- Responsible following Nutrition Service Policy for delivering nourishments and go back meals to units.
- Responsible for emptying the trash in dining rooms, arranging dirty dishes in transits and/or racks and returning the Aladdin's to central kitchen free of spills and paper.

- Responsible for equipment in the dining room adhering to policy & procedure, cleaning and sanitizing schedule for ice machine, microwave, refrigerator, freezer, docking stations, carts and serving surfaces
- Performs miscellaneous pantry work for labeling, dating, and rotating food items according to the FIFO – First In First Out method; discarding expired product.
- Responsible for notifying FSS I/II of any concerns, problems, temperature and equipment failure, and marking/labeling inoperable equipment with a "Lockout/Tagout" procedure.
- Responsible for using Personnel Protective Equipment (PPE) during any task and/or cleaning assignment during work shifts; for direct patient contact PPE will be a hospital mask or N95 and face shield. Non-direct patient contact will be a hospital mask or N95.
- Responsible for maintaining safety by locking/securing all doors upon entering Program units, hallways and patient dining rooms.
- Responsible for finishing end-of-shift cleaning assignments in patient unit dining rooms.

Dish room duties: Operates dish machine and utilizes alternate method - three compartment sink dish washing. For dish machine, obtains dish machine temperatures from dish machine washing and final rinse gauges, and documents on log form. Loads cups, dishes, pots and pans on dish machine for proper cleaning and sanitizing. Placing clean and sanitized items on rack to air dry with adequate air flow between items. When utilizing the dish machine or three compartment sink method must scrape or rinse away any leftover food on the dishes and pan. When utilizing the three-compartment sink, FST is responsible for filling the first sink with warm soapy water, the second sink is clear rinse water, and the third sink is the chemical sanitizing solution, and the final step is air-dry all dishes, pots and pans. Clean and sanitized dishes are never towel-dry. Dish room duties include unloading any transit and/or Aladdin carts with dirty cups, dishes or trays that must be cleaned and sanitized.

MARGINAL FUNCTIONS

10%

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Under the general direction of the Food Service Supervisor I/II

SUPERVISION EXERCISED: N/A

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: HACCP guidelines necessary to perform the duties of food service technician I/II presentation position. Safe food handling of receiving, storage, and processing food. Importance of handwashing and equipment cleaning specifically know when to perform them. Operating safety using PPE: chef knife, meat grinder, buffalo chopper, Robo-Coupe, tabletop blender, HCM cutter etc.

ABILITY TO: Read & write English at a level required for successful job performance: perform heavy physical labor; operate various food process equipment safely i.e., meat grinder, Robo-Coupe, buffalo chopper, tabletop blender, HCM cutter and others. Organize work area for daily production. Communicate effectively with warehouse & production staff and Food Service Supervisors. Report any and/or all issues or problems to your immediate supervisor, especially if you cannot solve problem yourself. Mathematical ability to carry out the essential functions of job for portioning up prepared food items, meeting assignments, & pre-dish per assigned menu items.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the work required in a hospital food service main production kitchen. Handle being exposed to and working daily temperature of 50 degrees or less, or intermittently in excess of 70 degrees and below 32 degrees Fahrenheit. Must have good vision for duties performed and will be exposed to various chemicals. Must possess the organizational & time management skills to carry out the essential duties of Food Service Technician I/II presentation worker. Must be physically fit for repetitive motion and fine motor skills of hand motion, bending, stooping, twisting, walking on irregular and wet surfaces. Push, pull, lift and or carry up to and exceeding 60 pounds daily. Push and/or pull Aladdin and Transit carts weighing up to and in excess of 100 pounds.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Safely clean, sanitize & operate food service equipment required for this position
- Correctly set up a 3-compartment sink for the washing rinsing and sanitize of equipment
- Follow HACCP standards for safe food handling, date & labeling & FIFO inventory

LICENSE OR CERTIFICATION – N/A

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all assigned, annual and mandatory training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation. Adhere to all EEO and Workplace Violence Metropolitan State Hospital Administrative Directives.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, civil, courteous and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is always expected to maintain confidentiality.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date